



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

AUG 04 2004

DPAP/EB

MEMORANDUM FOR INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY & PROCUREMENT), ASA(ALT)
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
EXECUTIVE DIRECTOR, LOGISTICS POLICY &
ACQUISITION MANAGEMENT (DLA)
DIRECTOR, SMALL AND DISADVANTAGE BUSINESS
AND UTILIZATION OFFICE

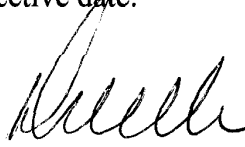
SUBJECT: Instructions for Preparation of Electronically Recorded Data Submitted to the
Defense Contract Action Data System (DCADS), Fiscal Year (FY) 2005 Edition

Attached are instructions, dated July 16, 2004, for preparing electronically recorded data for FY05. This document is being issued pursuant to Defense Federal Acquisition Regulations Supplement (DFARS) 204.670-5(b) and is effective October 1, 2004. Please be aware that, as a result of the Department's on-going migration to the new Federal Procurement Data System – Next Generation (FPDS-NG) reporting environment, DFARS changes are being planned that will identify new instructions for reporting to FPDS-NG. Until such time as these DFARS changes are completed, this memo and its attachment supersede the coverage at DFARS 253.204 as of its effective date.

Two substantive changes of note for FY05: (1) Service-Disabled Veteran-Owned Small Business may be reported on line D4A of DD Form 350 and (2) Consolidated contracts may be reported on line B1C of DD Form 350. Also, as set forth in my memo dated July 8, 2004 regarding FPDS-NG, due to the on-going migration Components may either choose to program their contract writing systems for FY05 edit changes or establish another method to collect and report the data required. If Components choose the latter, they must be prepared to load this information into FPDS-NG once an interface with that system is established.



My action officers for this subject are Ms. Lisa Romney, 703-614-3883, lisa.romney@osd.mil, regarding electronic business implications, and Mr. Richard Hardy, 703-604-4584, hardyr@dior.whs.mil, regarding contract reporting issues. Please notify Mr. Hardy and Ms. Romney of your plans to update your respective information systems and/or databases to meet the October 1, 2004 effective date.

A handwritten signature in black ink, appearing to read 'Deidre A. Lee', with a stylized, cursive script.

Deidre A. Lee
Director, Defense Procurement and
Acquisition Policy

Attachment:
As Stated